



# **FINANCE OUTPROCESSING BRIEFING**



# TOPICS COVERED

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- 1) Advance Pay
  - 2) Dislocation Allowance (DLA)
  - 3) Basic Allowance for Housing (BAH)
  - 4) Temporary Lodging Allowance (TLA)
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# ADVANCE PAY

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Who is entitled to an advance pay?

- All military members are entitled to request an advance pay.
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# ADVANCE PAY (Con't)

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How and when do I apply?

- Complete DD Form 2560 (you can pick this up in Rm 49) and attach 1 copy of your PCS orders.
  - Can apply no earlier than 30 days prior to your availability date on orders
  - E4 and below, DD 2560 must be signed by Commander. (Signature and signature block must be included.)
  - E5 and above may sign their own form.
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# ADVANCE PAY (Con't)

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How is an advance pay calculated?

- Calculated using Base Pay less deductions from most recent LES (taxes, SGLI, TSP, etc)

How is an advance pay repaid?

- Repayment is prorated over 12 month period.
  - May request one advance pay here.
  - If requesting 2<sup>nd</sup> advance, you may request one at your next duty station.
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# ADVANCE PAY (Con't)

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What if I'm requesting more than one month's advance pay or a repayment of more than one month?

- Approval of 0-5 or above is needed IF you are requesting to repay advance over more than a 12 month period OR if you are requesting more than one month's advance pay. Signature and signature block must be included, as well as an assumption of command order if applicable.
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# DISLOCATION ALLOWANCE

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Who is entitled to DLA?

- Military members with dependents are authorized DLA. The dependents must be with the service member at their duty station.
- SM married to SM without children, only one is authorized DLA at the without dependent rate, and normally the most senior member will apply for it.
- SM married to SM with children, only one is authorized DLA at the with dependent rate.
- Single E7 and above soldiers living OFF POST are authorized DLA at the without dependent rate.
- A E7 and above single soldier living in the BEQ/BOQ is NOT authorized DLA.

# DISLOCATION ALLOWANCE

## (Con't)

- E6 and below single soldiers are NOT authorized DLA.
- If your family members are not here with you now, you will get your DLA with their arrival at your next duty station .

What do I need to do to request DLA?

- If requesting a DLA advance, submit 6 copies of PCS orders, 1 copy of flight itinerary, and 1 copy of DA 31 (leave form), and bank information (routing and account number)
- Submit request no sooner than 10 working days prior to PCS
- Allow 10 working days for processing and direct deposit to show on your bank account.
- See chart for rates.



# Basic Allowance for Housing

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What BAH rate will I receive?

- BAH II is the overseas flat rate for BAH
- During your final out processing all single soldiers are also entitled to BAH II at w/o dependent rate during PCS move, if taking leave.

How will BAH be initiated?

- All soldiers in government quarters must have a termination letter from housing office in order to start BHA
  - All soldiers in private rental must have a termination of OHA form/letter from housing office to start BAH
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# BAH (Con't)

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- Complete DA Form 5690 to start BAH
  - If dependents are already back in the states (EROD orders) and your are in the barracks, your BAH should already be started at the zip code rate where your dependents are located.
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# TEMPORARY LODGING ALLOWANCE

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Who is authorized TLA?

- Service members who terminate government quarters or OHA are authorized TLA.
  - If housing authorizes you TLA, you need to take TLA authorization letter to Kristall Inn or Tower Inn and have them stamp it. Letter must say with or without kitchen.
  - Bring stamped letter with 1 copy of orders attached, to Room 49 or Finance Customer Service (room 8).
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# QUESTIONS

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- Are there any question on the information that I have just covered?



THIS CONCLUDES MY  
BRIEFING

